

**MANAGER’S PARKING TASK FORCE RECOMMENDED
PROCESS FOR ESTABLISHING AND REMOVING
TIME LIMITED PARKING AND PARKING METERS**

The City Council may authorize the installation of parking meters pursuant to Municipal Code Section 82.04, and may establish time limited parking pursuant to Section 86.04, upon its own initiation or upon the recommendation of the City Manager. The purpose of this Policy is to describe the process and to identify the criteria that the Manager shall use in recommending parking meter or time limited parking, or its removal.

Time Limited Parking

Time limited parking should be used as a parking management tool in those areas where on-street parking is authorized, where the absence of time limits results in a rate of turnover of parked vehicles that is insufficient for the community’s needs, and where the community’s needs do not require metered parking controls.

Process:

Based on the recommendation of staff or at the request of community groups or citizens, the City Manager will cause a parking analysis to be conducted of the identified geographic area to determine what, if any, parking management tools should be implemented or removed.

As determined by the analysis, the City Manager may designate the area as a “Time Limit Parking Zone,” or, if already designated, request that the City Council withdraw the designation.

Criteria:

In an area designated by the City Council as a Time Limit Parking Zone, staff will assess traffic safety and other public safety requirements and apply appropriate engineering standards to determine parking controls in locations where so required. For all locations, staff shall apply the following criteria for installing and/or removing time limited parking at specific parking spaces on the public rights-of-way within the Time Limit Zone:

1. Occupancy (percentage of spaces used at any time)
2. Relative vehicle turnover (number of vehicles parked per parking space per unit of time)
3. Duration (length of time individual vehicles are parked)
4. Existing land use within close proximity to the individual parking space
5. Location, price, availability, and type of off-street parking
6. Impact of the proposed time limit on the community

7. Concentration of time limit parking areas relative to enforcement
8. Traffic volume and patterns
9. Minimum of one block face, or minimum of half a block if the block is 500 feet or longer and the land use is different for each half
10. Input from property owners, City Council-recognized community groups, and the public
11. Times of operation relative to Time Limit Zones currently in operation in the general vicinity
12. Such other information as the City Council, the City Manager, or staff may deem as relevant

Upon identification of a time limit proposed to be applied to or removed from a specific parking space, written notification shall be mailed to property owner(s) located within 100 feet. A procedure shall be established allowing for an appeal by such property owner(s) to oppose the application or removal of the time limit.

Time Limited Parking Outside Time Limit Zones

Nothing in this Policy is intended nor should be construed to limit or restrict the authority of the City Manager to recommend or of the City Council to designate specific parking spaces on the public rights-of-way as time limited parking without the designation of a Time Limit Zone, as the public necessity shall require.

Metered Parking

Parking meters should be used as a parking management tool in those areas where on-street parking is authorized, where the absence of time limits results in a rate of turnover of parked vehicles that is insufficient for the community's needs, and where time limit regulation alone does not or would not result in sufficient turnover to be of benefit to that community.

Process:

Based on the recommendation of staff or at the request of community groups or citizens, the City Manager will cause a parking analysis to be conducted of the identified geographic area to determine what, if any, parking management tools should be implemented or removed.

As determined by the analysis, the City Manager may request that the City Council designate the area by ordinance as a "Parking Meter Zone," or, if already designated, request that the City Council withdraw the designation.

Criteria:

In an area designated by the City Council as a Parking Meter Zone, staff will assess traffic safety and other public safety requirements and apply appropriate engineering standards to determine parking controls in locations where so required. For all locations, staff shall apply the following criteria for installing and/or removing parking meters at specific parking spaces on the public rights-of-way within the Parking Meter Zone:

1. Occupancy (percentage of spaces used at any time)
2. Relative vehicle turnover (number of vehicles parked per parking space per unit of time)
3. Duration (length of time individual vehicles are parked)
4. Existing land use within close proximity to the individual parking space
5. Location, price, availability, and type of off-street parking
6. Impact of the proposed metered parking on the neighborhood
7. Concentration of parking meters in the areas relative to enforcement
8. Traffic volume and patterns
9. Minimum of one block face, or minimum of half a block if the block is 500 feet or longer and the land use is different for each half
10. Input from the City Council-designated Parking Meter District Advisory Board, other community groups, property owners, and the public
11. Times of operation relative to Parking Meter Zones currently in operation in the general vicinity
12. Such other information as the City Council, the City Manager, staff, or the Parking Meter District Advisory Board may deem as relevant

Upon identification of a specific parking space where a meter is to be installed or removed, written notification shall be mailed to property owner(s) located within 100 feet. A procedure shall be established allowing for an appeal by such property owner(s) to oppose the installation or removal of the meter.

Metered Parking Outside Parking Meter Zones

Nothing in this Policy is intended nor should be construed to limit or restrict the authority of the City Manager to recommend or the City Council to designate specific parking spaces on the

public rights-of-way for metered parking without the designation of a Parking Meter Zone, as the public necessity shall require.

Other Parking Management Tools

If identified as appropriate by the parking study, the City Manager may recommend and the City Council may authorize for implementation other parking management tools in Time Limit Zones and/or Parking Meter Zones such as, but not limited to, the negotiation of shared parking agreements, in-lieu fees on new development projects, head-in parking, variable time zones, residential parking permits, valet parking services, etc.

APPEAL PROCEDURE

The following procedure will be followed prior to the installation or removal of a parking meter, the designation or removal of a time limited parking space, the adoption of head-in parking, or installation of other parking management solutions affecting individual properties.

1. Written notification will be mailed to all applicable City Council-recognized community groups and to property owners located within 100 feet of the proposed change.
2. Any property owner given written notification may request an appeal.
3. A request for an appeal must be made in writing and filed with the City Manager within thirty calendar days from the date of the notice.
4. Once a timely request for appeal has been filed, the appellant has thirty days to file a petition in support of the appeal. The petition in support of the appeal must be signed by more than fifty percent of the parties who received written notification.
5. Upon receiving a timely written request for appeal and the required supporting petition, the City Manager will request the matter be placed on the City Council docket.
6. The City Manager will notify the appellant of the date, time, and place of the City Council meeting at which the item will be heard.
7. Once placed on the City Council Docket, the City Council will hear the item *de novo*.
8. The proposed change may commence immediately if there is no timely written request for appeal or a party fails to submit a supporting petition that meets the requirements stated above.